

"21PBSA507LRMP" Vacancy Details

About

Announcement Number:	21PBSA507LRMP
Hiring Agency:	GSA, Public Buildings Service
Position Title:	Supervisory Building Management Specialist
Open Period:	06/21/2021 - 06/30/2021 Format MM/DD/YYYY
Series/Grade:	GS - 1176AA 13
Salary:	USD \$92,143 - USD \$119,787
Work Schedule:	Full-time -
Promotion Potential:	GS-13
Duty Location(s):	FEW in El Paso, TX, US
Telework Eligible:	Yes
For More Info:	Lorree Rhodes 817-978-4115 pbsavacancyinquiries@gsa.gov

Overview

Hiring Path:	<ul style="list-style-type: none">• Individuals with disabilities• Competitive service• Career transition (CTAP, ICTAP, RPL)• Land & base management• Family of overseas employees• Peace Corps & AmeriCorps VISTA• Special authorities• Veterans
Who May Apply/Clarification From the Agency:	Your application will be considered if you are a: Current career/career-conditional Federal employee in the competitive service; Reinstatement eligible; Special Appointing Authority eligible; VEOA eligible Veteran; ICTAP eligible; or OPM Interchange Agreement eligible.
Security Clearance Required:	Other
Appointment Type	Permanent
Marketing:	About the Agency .
Summary:	As a Supervisory Building Management Specialist, you will be responsible for adjusted square footage (ASF) ranging from 1 million to 1.5 million. As such, act with the full authority for the Service Center Manager, Senior Property Manager, or Operations Manager in the conduct of day-to-day activities.
Location of position:	Public Buildings Service, Service Centers Division, in El Paso, TX.
	We are currently filling one vacancy, but additional vacancies may be filled as needed.
Supervisory Position:	Yes
Relocation Expenses Reimbursed:	No Occasional Travel
Travel Required:	Travel as needed.

[Back to top](#)

Duties

ENERGY MANAGEMENT:

- Directs all aspects of utility usage in GSA buildings to meet the goals and requirements of various energy laws enacted by Congress. Monitors consumption and demand; tracks costs and trends; develops and implements building operating plans to maintain FPMR temperature guidelines and limit energy demand and usage. Plans and executes projects such as lighting retrofits, based on life cycle analysis. Initiates programs with tenants to promote energy conservation. Takes action in leased locations where GSA pays utilities to reduce energy consumption through coordination with lessors and tenants. Keeps abreast of current industry information and utility rates and their impact on building management. Ensures that RWAs are requested and received from tenant agencies for utilities provided above standard levels.

SAFETY & ENVIRONMENTAL MANAGEMENT:

- Directs all SEM programs within the assigned facilities to ensure that a safe and healthful environment is provided to all GSA employees, tenants, contract workers, and visitors in GSA buildings and leased spaces. Enforces fully all applicable federal, state, and local safety and environmental laws and regulations. Serves as Asbestos Control Manager for the assigned facilities with specific responsibilities as outlined in the Region 7 Asbestos Management Plan. Manages the fire safety program, includes PM of fire alarm systems, system testing, fire drills, and tenant communications. Manages all other SEM programs in the assigned facilities including radon, IAQ, UST, OSH, and FSH programs.

FINANCIAL MANAGEMENT:

- Develops requests for funding in real property operations and for repair & alteration projects, with all supporting justifications. Operates within the approved funds, IBAA's and RWAs. Continuously reviews expenditures to ensure that approved funding limitations are not exceeded. Tracks as necessary to stay within approved funding levels at all times. Performs and manages high level work including: BA61, BA54 & BA64 and related programs and works with the Office of Portfolio to coordinate 5-year plans for program areas.

CONTRACTING:

- Serves as Contracting Officer's Representative for administration of service contracts awarded by others; and the administration of leases within the assigned geographic territory. Prepares contract specifications and participates in the evaluation of potential contractors, reviews and evaluates bids. Oversees repairs, improvements, and preventive maintenance work performed by contractors. Facilitates action to ensure that the terms and conditions of the contracts are fully carried out, that adequate inspections and documentation are completed, and that the government receives full value for its payments. Authorizes payments and deductions on service and construction contracts.

[Back to top](#)

Qualifications and Evaluations

Requirements: If selected, you must meet the following conditions:

- Receive authorization from OPM on any job offer you receive, if you are or were (within the last 5 years) a **political** Schedule A, Schedule C or Non-Career SES employee in the Executive Branch.
- Undergo and pass a background investigation (Tier 2 investigation level).
- Complete a financial disclosure report to verify that no conflict, or an appearance of conflict, exists between your financial interest and this position
- Serve a one year supervisory or managerial probationary period, if required.

- Key Requirements:**
- US Citizenship or National (Residents of American Samoa and Swains Island)
 - Meet all eligibility criteria within 30 days of the closing date
 - Meet time-in-grade within 30 days of the closing date, if applicable
 - Register with Selective Service if you are a male born after 12/31/1959

Education Requirements:

Evaluations: You will be evaluated on the questions you answer during the application process, which will measure your overall possession of the following competencies or knowledge, skills, and abilities. Your responses to these questions must be supported by your resume or your score may be lowered.

- Specialized program knowledge of building management operations to include mechanical, electrical, plumbing, roofing and structural matters and the maintenance of those systems; elevators; operations and energy conservation (including water efficiency, renewable resources, sustainability, zero environmental footprint and related energy goals and initiatives); custodial and waste management; recycling; art and historic preservation; space alterations; safety, emergency management, environmental management and concessions.
- Advanced skill in interpersonal relations and in written and oral communications required to explain, evaluate, and negotiate client technical operating requirements; coordinate work efforts and negotiate resolutions to problems; and present information and conduct meetings in a concise and professional manner.
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A wide range of buildings management principles, concepts and practices as well as a thorough understanding of building tenants and client agencies' needs, requirements and customer satisfaction drivers to operate, maintain and manage real property assets in a manner that provides quality building services at a reasonable cost and satisfies building tenants and customer agencies.

- Extensive working knowledge of financial principles, concepts and practices, budgetary formulation and execution processes.
- Knowledge and ability required to interpret contract specifications, perform recurring inspections, review contractor performance, and evaluate, document and ensure quality of services required.
- In-depth knowledge of Federal acquisition and property management regulations, required to plan and manage the operation of buildings including lease administration processes; specific knowledge of the Federal Acquisition Regulation (FAR) related to Simplified Acquisition procedures.

Additional assessments may be used, and, if so, you will be provided with further instructions.

If you are eligible under Interagency Career Transition Assistance Plan or GSA's Career Transition Assistance Plan([ICTAP/CTAP](#)), you must receive a score of 85 or higher to receive priority.

Qualifications: For each job on your resume, provide:

- the exact dates you held each job (from month/year to month/year)
- number of hours per week you worked (if part time).

If you have volunteered your service through a National Service program (e.g., Peace Corps, Americorps), we encourage you to apply and include this experience on your resume.

For a brief video on creating a Federal resume, click [here](#).

The GS-13 salary range starts at \$92,143 per year. If you are a new federal employee, your starting salary will likely be set at the Step 1 of the grade for which you are selected.

To qualify, you must have at least one year of specialized experience equivalent to the GS-12 level or higher in the Federal service. Specialized experience is defined as experience overseeing building management operations, to include custodial management; recycling and waste management.

[Back to top](#)

Benefits and Other Info

Benefits:

Agency Benefits: You will have access to many [benefits](#) including:

- Health insurance (choose from a wide range of plans)
- Life insurance coverage with several options
- Sick leave and vacation time, including 10 paid holidays per year
- Thrift Savings Plan (similar to a 401(k) plan)
- Flexible work schedules
- Transit and child care subsidies
- Flexible spending accounts
- Long-term care insurance
- Training and development

Other Information: Bargaining Unit status: Ineligible

Relocation-related expenses are not approved and will be your responsibility.

On a case-by-case basis, the following incentives may be approved:

- Recruitment incentive if you are new to the federal government
- Relocation incentive if you are a current federal employee
- Credit toward vacation leave if you are new to the federal government

Additional vacancies may be filled from this announcement as needed; through other means; or not at all.

[Back to top](#)

How to Apply

How to Apply: Submit a complete online application including any required documents prior to 11:59 pm Eastern Time on the closing date of the announcement. You can modify or complete your application any time before the deadline. Simply return to USAJOBS, select the vacancy, and update your application. For more detailed instructions on how to apply, click here: [Apply for a GSA Job](#).

To begin, click the **Apply Online** button on the vacancy announcement.

- Sign in or register on USAJobs and select a resume and documents to include in your application.
- Once you have clicked **Apply for this position now**, you will be taken to the GSA site to complete the application process.
- Click the **Apply To This Vacancy** and complete all steps in the application process until the Confirmation indicates your application is complete. **If you click Return to USAJobs or get timed out prior to receiving confirmation, your application will not be submitted and cannot be considered for this job.**
- **Note:** Review the *REQUIRED DOCUMENTS* section of this announcement to determine which apply to you and must be submitted online. You may choose one or more of the following options to submit your document(s): **Upload** (from your computer); **USAJOBS** (click the "USAJOBS" link to complete the transfer process) or **FAX** (read the "Fax instructions" provided prior to printing the Fax Cover Sheet and faxing your information).

Need Assistance in Applying? Contact the HR representative listed on the announcement prior to the application deadline. We are available to assist you Monday-Friday during normal business hours. You must receive HR approval before deviating from these instructions. **Be sure to APPLY EARLY as most assessments must be completed fully and submitted before the announcement closing.**

Required Documents: ALL required documents must be submitted before the closing date. Review the following list to determine what you need to submit. **Note:** If required to submit an **SF-50** (Notice of Personnel Action), an equivalent agency Notice of Personnel Action form is acceptable. Such document(s) must show all of the following: effective date, position, title, series, grade, and rate of basic pay, tenure group 1 (career) or 2 (career-conditional), position occupied group, and name of agency. If you are a **GSA employee** (except in the OIG), you are not required to submit an SF-50.

- **If you are a 30% or more disabled veteran, VEOA or VRA applicant or qualified spouse, widow/widower, or parent:**
 - a. Copy of your Certificate of Release or Discharge From Active Duty, DD-214 that shows the dates of your active duty service. If selected, a DD-214 showing your type of discharge (member 4 copy) will be required prior to appointment.
 - b. If you are a disabled veteran, or are applying under VRA or VEOA as a spouse, widow/widower, or parent of a veteran, submit both of the following in addition to the DD-214: **(1)** completed [SF-15](#) form; and **(2)** proof of your entitlement (refer to [SF-15](#) for complete list).
- **If you are active duty military-** Certification on a letterhead from your military branch that includes your rank, character of service (must be under honorable conditions) & military service dates including discharge/release date (must be no later than 120 days after the date the certification is submitted).
- **If you are a current Federal employee or [Reinstatement](#) Eligible:** Submit your latest SF-50.
- **If you are eligible under an [Interchange Agreement](#):** Submit your latest SF-50.
- **If you are a [former Peace Corp or VISTA volunteer](#):** Submit your Description of Service.
- **If you are a [current or former Land Management Agency Employee](#) - Submit a and b:**

- a. one or more SF-50s, including your most recent one that shows you were on a competitive time-limited appointment(s) with a Land Management Agency and served on the appointment for a period(s) totaling more than 24 months without a break of 2 or more years.
- b. Copy of your agency's annual performance appraisal(s) or written reference(s) from a supervisor at the agency verifying satisfactory performance during your appointment(s).

- **If you have a disability:** Submit proof of eligibility. For information on eligibility and required documentation, refer to USAJOBS's [People With Disabilities](#) page.
- **If you are applying under another special appointment authority:** Submit proof of your eligibility under the appropriate appointment authority. See USAJOBS's [Resource Center](#) for more information.
- **If you are [ICTAP/CTAP](#) eligible - submit a, b, and c:** (a) proof of eligibility including agency notice; (b) SF-50, and (c) most recent performance appraisal.
- **Current or Former Political Appointees:** Submit SF-50.

Next Steps: After the closing date/deadline:

1. **ELIGIBILITY/QUALIFICATIONS:** Your application will be reviewed for all requirements.
2. **REFERRAL TO MANAGEMENT:** If you meet all the requirements, you may be referred to management for review and a possible interview.
3. **SELECTION/TENTATIVE JOB OFFER:** If you are selected, you will receive a tentative offer and start the suitability and/or security background investigation process.
4. **FINAL JOB OFFER:** Once our security office determines you can come on board, you will be given a final offer, which is typically 40 days after the announcement closes.
5. **FINAL COMMUNICATION:** Once the position is filled, we will notify you of your status. You may also check your status by logging into USAJOBS. Go to My USAJOBS and then to Applications.

Thank you for your interest in working for U.S. General Services Administration!

[Back to top](#)

Questions, Comments, or Feedback can be directed to GSAjobs@gsa.gov

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